



Candidate Referral Form

This form is intended to identify applicants who you were unable to hire, but would be good candidates for other positions with the State. The DAS Statewide Recruitment Coordinator will manage the process by reviewing vacancies and communicating with candidates. No further action is required on your part. Thank you for your assistance with our statewide recruitment efforts.

Agency Referring Candidate: _____

Candidate name: _____

Vacancy in which candidate was identified (BrassRing #): _____

Job Class/Job Title: _____

Comments. Please identify skill sets, experience, education, or other attributes that make this a good candidate for referral to another agency:

Hiring Authority: _____ Phone: _____

Signature: _____ Date: _____

Please return this form to:

Robin Jenkins, Statewide Recruitment Coordinator
Iowa Department of Administrative Services
Human Resources Enterprise
Hoover Building, Level A
1305 East Walnut
Des Moines, IA 50319-0150

Phone: 515-725-2095 or Robin.Jenkins@iowa.gov